

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 1040.5A
PERS-00M
20 Feb 02**

BUPERS INSTRUCTION 1040.5A

From: Chief of Naval Personnel

Subj: CAREER DEVELOPMENT BOARD (CDB)

Ref: (a) NAVPERS 15878H, Retention Team Manual
(b) NAVPERS 15560C, Military Personnel Manual
(c) NAVPERS 15909G, Enlisted Transfer Manual
(d) OPNAVINST 1160.5C
(e) BUPERSINST 1430.16E
(f) OPNAVINST 1040.11
(g) OPNAVINST 1420.1

Encl: (1) Career Development Board (CDB) Request and
Recommendation
(2) Career Development Board (CDB) Profile Sheet
(3) Career Development Board (CDB) Interview Procedures

1. Purpose. To provide procedures, assign responsibilities and maintain within the Bureau of Naval Personnel (BUPERS) a standardized Career Development Board (CDB), using as a minimum references (a) through (g). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1040.5.

3. Discussion

a. CDB ensures that enlisted personnel are provided the guidance needed to ensure optimal career development. This includes professional and personal development and includes the following areas:

- (1) Rating Assignment (GENDETS)
- (2) Warfare Qualifications
- (3) Personnel Qualification Standards (PQS)
- (4) Military Training

(5) Voluntary Education

(6) Officer Programs

b. Reference (a) and this instruction provide responsibilities and program level guidance concerning the conduct of a CDB. Appearance before the board is not always required.

4. Action

a. Commanders, Commanding Officers (COs)/Officers in Charge (OICs) or equivalent will

(1) ensure the CDB is fully effective in providing each Sailor the best possible advice and guidance.

(2) monitor CDB's activities and endorse reports of CDB's results, amplifying any proposed actions as deemed appropriate.

b. Executive Officers (XOs), Assistant Officers in Charge (AOICs) or equivalent will

(1) ensure active participation by leading chief petty officers (LCPOs) and division officers at every CDB.

(2) provide endorsement for personnel appearing before the CDB.

c. Department Heads, Division Officers or equivalent will ensure Sailors are provided an opportunity to appear before the CDB and schedule appearance(s) before the CDB when requested or when the need is indicated.

d. Command Master Chief (CMC) or equivalent will

(1) act as Chairperson for the CDB. Chairperson will act as tiebreaker when the voting of the board is deadlocked.

(2) ensure the required membership is present for each meeting of the board.

(3) submit board recommendations to the Commander, CO/OIC or equivalent for final approval/disapproval, utilizing enclosure (1).

e. Department/Division LCPOs or equivalent will

(1) ensure requirements to appear before the CDB are met as contained in this instruction.

(2) provide professional support to enlisted personnel who work within their division.

(3) accompany Sailors to all appearances before the CDB.

f. PASS Liaison Representative (PLR) or equivalent will

(1) provide personnel records and information as required for review by the CDB.

(2) ensure all pertinent advancement criteria and advancement statistics are available to the CDB.

g. Local Educational Services Officer (ESO) Representative will participate as a non-voting, technical advisor to the CDB.

h. Command Career Counselor (CCC) will

(1) indoctrinate all newly reporting personnel on CDB process during indoctrination seminars.

(2) schedule those Sailors appearing before the CDB by maintaining a tickler system ensuring all personnel are reviewed on time.

(3) participate as a non-voting, technical advisor to the CDB providing the information from enclosures (2) as well as information contained in appropriate directives.

(4) ensure all CDB recommendations that require the Commander, CO/OIC or equivalent approval are submitted at the earliest date upon review by the XO/AOIC or equivalent.

(5) maintain minutes of all CDBs.

(6) prepare a board screening package for all board members highlighting pertinent facts about the individuals appearing before the board.

i. Department/Division/Branch Career Counselors will

(1) discuss provisions of this instruction with all newly reported Sailors during the "reporting" interview as required by reference (a).

(2) complete enclosure (2) for assigned Sailors and forward to the CCC prior to the convening of the CDB.

5. CDB Composition

a. Chairperson. In the absence of the CMC, the most senior LCPO will act as chairperson.

b. Advisors

(1) CCC. In the absence of the CCC, an alternate CCC will act as advisor.

(2) ESO or representative.

c. Members. Department LCPOs as selected by the CMC.

6. CDB Responsibilities

a. Command CDB is charged with providing each individual with the best possible guidance and advice regarding the candidate's future in the Navy. CDB will make its recommendations based on the individual's qualifications and desires.

b. Meet each month, as a minimum. If additional boards are required, they will be scheduled by the CMC.

c. Each member should be familiar with enclosure (3).

7. Qualifications of a Candidate to Appear before the CDB

a. Newly reported, non-designated personnel will have a CDB at the division or branch level within 2 weeks of reporting aboard.

b. Personnel who are not reaching career professional growth will appear before the CDB to ensure member has been afforded the maximum opportunity for in-rate training or other opportunities for career development.

(1) E-1/E-2 personnel not reaching E-3 within 18 months of active day-for-day service.

(2) E-3 personnel not reaching E-4 within 4 years of active day-for-day service. Any E-3 who fails their respective E-4 rating examination.

(3) E-4 personnel not reaching E-5 within 8 years of active day-for-day service. E-4 personnel who fail their respective E-5 rating examination.

(4) E-5 personnel not reaching E-6 within 12 years of active day-for-day service. E-5 personnel who fail their respective E-6 rating examination.

(5) E-6 personnel not being selected for chief petty officer (CPO), after being selection board eligible for 3 years. E-6 personnel not achieving a selection board eligible score after two E-7 rating examinations. E-6 personnel who fail their respective E-7 rating examination.

(6) CPOs and senior chief petty officers (SCPOs) who were not selected for the next higher pay grade after three selection boards.

(7) E-7, E-8 and E-9 selection board candidates can have their package reviewed by the CDB upon request.

(8) Personnel within 24 months of reaching High Year Tenure (HYT) and personnel requesting HYT waivers per reference (d).

c. Personnel desiring to apply for any of the following programs:

(1) Professional growth and goal setting.

- (2) All class "A" school requests.
- (3) All rating conversion/reversion requests.
- (4) Advancement.
- (5) Education programs to include academic skills and GED.
- (6) Striking for a Rate.
- (7) Physical fitness education.
- (8) All commissioning program applications, the board membership will include, as a minimum, one officer from the community the Sailor is applying for (e.g., Limited Duty Officer (LDO), Enlisted Commissioning Program (ECP), Broadened Opportunity for Officer Selection and Training (BOOST)). Reference (g) provides guidance on submission of commissioning program applications.
 - (a) Officer Candidate School (OCS).
 - (b) Seaman to Admiral-21 (STA-21) Program.
 - (c) U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) programs.
 - (d) Naval Reserve Officers Training Corps (NROTC) Scholarship Program.
 - (e) Broadened Opportunity for Officer Selection and Training Program (BOOST).
 - (f) Enlisted Commissioning Program (ECP).
 - (g) Aviation Enlisted Commissioning Program Option (AECP).
 - (h) Nuclear Enlisted Commissioning Program Option (NECP).
 - (i) Enlisted Commissioning Program Civil Engineering Corps Option (ECP-CEC).
 - (j) Medical Enlisted Commissioning Program (MECP).

(k) Medical Service Corps Inservice Procurement Program (MSC IPP).

(l) Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs.

d. Any personnel identified who does not fall into the above categories but who needs career development counseling should be brought before the CDB for counseling.

8. Implementation

a. Commands within BUPERS claimancy may modify this instruction to meet the needs of their organization. There is no need for a command to establish a local CDB instruction if this instruction is modified.

b. Local reproduction of enclosures (1) through (3) is authorized.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:

SNDL	A5	(CHNAVPERS)
	C55A	(BUPERS DETACHMENTS)
	C55F	(NAMALA WASHINGTON DC)
	FJA2	(NAVY BAND)
	FJA3	(COMNAVPERSCOM MILLINGTON TN)
	FJA4	(COMNAVCRUITCOM MILLINGTON TN)
	FJA8	(NAVRESPERSCEN NEW ORLEANS LA)
	FJA9	(EPMAC NEW ORLEANS LA)
	FJA10	(NAVMAC MILLINGTON TN)
	FJA11	(NAVJNTSERVACT NS TOKYO JA)
	FJA12	(NAVCONBRIG CHARLESTON SC/MIRAMAR CA)

BUPERSINST 1040.5A
20 Feb 02

CAREER DEVELOPMENT BOARD (CDB) REQUEST AND RECOMMENDATION

Date: _____

From: Chairperson, Career Development Board
To: Commander/Commanding Officer/Officer in Charge
Via: Executive Officer/Assistant Officer in Charge

Subj: CAREER DEVELOPMENT BOARD REQUEST AND RECOMMENDATIONS
ICO _____

Ref: (a) BUPERSINST 1040.5A

1. _____

SIGNATURE

Division Officer/Leading Chief attended: ☐ Yes ☐ No

Enclosure (1)

BUPERSINST 1040.5A
20 Feb 02

Date: _____

FIRST ENDORSEMENT on

From: Executive Officer/Assistant Officer in Charge
To: Commander/Commanding Officer/Officer in Charge

Subj: CAREER DEVELOPMENT BOARD REQUEST AND RECOMMENDATIONS
ICO _____

1. _____

SIGNATURE

Date: _____

SECOND ENDORSEMENT

From: Commander/Commanding Officer/Officer in Charge
To: Chairperson, Career Development Board

1. All CDB recommendations are approved/disapproved as listed
above.

2. _____

SIGNATURE

BUPERSINST 1040.5A
20 Feb 02

CAREER DEVELOPMENT BOARD PROFILE SHEET

Date: _____

Name: _____ Rate/Rating: _____

Division: _____

ADBD: _____ PRD: _____ SOFT EAOS: _____

Enlistment Length (Years of Active Duty): _____ Age: _____

Date Reported: _____ SHDCD: _____ SDCCD: _____

Marital Status: _____

Rating(s) Desired: _____/_____/_____/_____/_____

Sea Rotations: _____/_____/_____/_____/_____

Shore Rotations: _____/_____/_____/_____/_____

Special Program(s) Desired: _____

Formal Education

Completed (Years): _____ H.S. Diploma _____ H.S. GED: _____

Associate's Degree: _____ Major: _____

Bachelor's Degree: _____ Major: _____

Master's Degree: _____ Major: _____

Rating Recommendation from Recruit Training Command

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Effective Date of Rate:

E-1 _____ E-2 _____ E-3 _____

E-4 _____ E-5 _____ E-6 _____

E-7 _____ E-8 _____ E-9 _____

Enclosure (2)

NJP's within the last 24 Months:

Date:	_____	Charges:	_____
	_____		_____
	_____		_____

Evaluations: (Last Two)

(Period Covered) Marks

(Period Covered) Marks

Correspondence
Courses

YES **NO**

MR PO3 ☐ ☐

MR PO2 ☐ ☐

MR PO1 ☐ ☐

MR CPO ☐ ☐

AN/FN/SN ☐ ☐

Professional 3/2 ☐ ☐

Professional 1/C ☐ ☐

Others:

_____ ☐ ☐

_____ ☐ ☐

Advancement Exam Standard Scores

Cycle #/SS

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

(If the last three scores average below 60, member should supply the profile sheets with the matching subject matter listing for all exams.)

Additional information deemed necessary _____

Division Counselor's Signature

Division Officer's Comments: _____

Signature

CAREER DEVELOPMENT BOARD (CDB) INTERVIEW PROCEDURES

1. After all preparations are complete and the candidate is before the board, the chairperson will introduce the board members and explain to the candidate the purpose of the CDB.
2. The chairperson should control the interview and allow each member of the board to ask questions of the candidate.
3. Interview Sailors one at a time to determine:
 - a. Does the Sailor have a desire for a specific rating/special program? What is the desire based on, and is the basis valid?
 - b. If, in the case of a non-designated Sailor, the Sailor has no particular desire or strong feeling toward any specific rating(s) or program(s), the board must establish, through review of all available data, the rating(s) or program(s) that will best suit the candidate's interests and ability.
 - c. When the interview has been pursued to the point that a recommendation can be made by the board, the chairperson will direct the Sailor to stand by outside. The board should then confer and agree on a recommendation. The chairperson will summon the Sailor again before the board and provide, verbally, the board's recommendations.
 - d. Those recommendations that require assistance from external commands in the form of part-time or full-time temporary additional duty (TAD) for the purpose of giving each Sailor an opportunity for hands-on on the job training (OJT) and professional evaluation, should be requested and utilized as required.